



City of Caribou, Maine

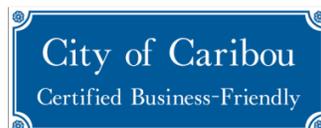
AGENDA Caribou City Council Regular City Council Meeting 7:00 P.M. Monday, December 9, 2013 Caribou City Council Chambers

*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org*

1. Public Input
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) November 25, 2013 2-5
4. Consent Agenda
 - a) Approval of November Financials
 - b) November Fire Department Report 6-7
 - c) Liquor and Special Amusement Licenses 8
5. Junk Yard Permits 9
6. GA Ordinance 10-11
7. Chamber of Commerce Financial Request 12
8. 2014 Budget 13-16
9. Presentation of Name Plate and Plaque to Councilor Murchison
10. Other Business
11. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(C) to discuss Economic Development.
12. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(E) to discuss pending or contemplated litigation.

Upcoming Meeting Dates:

Organizational City Council Meeting, January 2, 2014 at 7:00 p.m.
Regular City Council Meeting, January 13, 2014 at 7:00 p.m.



A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, November 25, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Shane McDougall.

Austin Bleess, City Manager and Tony Mazzucco, Assistant City Manager were present.

Department Manager: William Tasker, Chamber of Commerce Director and Diane DuBois, Library Director.

Natalie De La Garza, representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Public Input

Ellie Jordan, Cain Realty Trust, had some questions regarding their Bog Road property. The Mayor informed her to speak directly with the City Manager.

Council Agenda Item #2: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

None

Council Agenda Item #3: Consider authorizing the minutes of the following meetings:

a) November 12, 2013 Council Meeting

Motion made by P. McDonough, seconded by D. Genthner, to accept the minutes of the November 12, 2013 as presented. (6 yes) So voted.

Council Agenda Item #4: Chamber of Commerce Ordinance

7:02 p.m. Public Hearing Opened.

Laurie Colton, President of the Chamber Board of Directors, supports the adoption of the Ordinance separating the Chamber of Commerce from the City of Caribou. Ms. Colton commented on the successes the Chamber has realized during the past year; including, increases in membership and revenues, bringing the Hog Rally to Caribou, and partnering with the City for *Caribou Cares about Kids*, *O.P. Pierson Days*, and *Thursdays on Sweden Street*. The Chamber has three requests: 1) continued financial assistance from the City with the final dollar figure to be determined after additional budget work has been completed by the Board, 2) a commitment from the City to pay this annual contribution at the first of the year rather than monthly installments, and 3) the City commit to a long-term partnership between the Chamber of Commerce and the Nylander Museum.

Patrick Bennett, Chamber member, supports both the Caribou Chamber of Commerce and the Nylander Museum. Mr. Bennett is very happy as a Chamber member. He requested that the City continue to financially support the Chamber and to allow the Chamber the use of the Nylander building.

Councilor Theriault stated that the proposed change is not to get rid of the Chamber. She sees the current arrangement allowing for possible conflicts of interest for the Chamber Director between the goals of the Chamber members and the wishes of his employer, the City of Caribou. She stated that the

Chamber needs to be a separate entity and to be governed by their board rather than City administration.

Councilor Martin fully supports both having the Chamber located at the Nylander and providing financial support.

The Mayor stated that the Council as a whole supports the Chamber and wants the Chamber to be successful. The Chamber Director needs to be taking direction from the Chamber Board rather than the City Manager.

Councilor Murchison questioned what is being asked of him, commented that he does not recall having a fully vetted conversation about this, and furthermore the Council has not even met with the Chamber Board. At this time, Councilor Murchison does not support this ordinance.

7:17 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt an ordinance amending Section 10-103 Chamber of Commerce, an ordinance removing the Chamber of Commerce. (4 yes, J. Theriault, D. Genthner, D. Martin, P. McDonough, 2 no, K. Murchison, S. McDougall) So voted.

Council Agenda Item #5: Fire Permit Ordinance

7:18 p.m. Public Hearing Opened.

No public input.

The proposed ordinance would allow Council to determine the fee for a fire permit. Councilors asked questions about when an individual needs a fire permit and expressed their opinions on the proposed ordinance.

7:23 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by K. Murchison, to adopt an ordinance amending Section 5-106 Fire Prevention – Permits, an ordinance establishing Fire Permit Fees. (6 yes) So voted.

Council Agenda Item #6: Mobile Home Ordinance

The public hearing for this ordinance has already been held.

Motion made by D. Martin, seconded by K. Murchison, to accept the Mobile Home Ordinance as presented.

Mayor Aiken's recommendation for this evening is not to adopt this ordinance but rather to move forward with an ad hoc committee. This committee would work with park owners and Planning Board members on this ordinance so it is complete and the way it should be.

Councilor Theriault stated that there are safety issues that need to be addressed and she too suggested not adopting the ordinance.

Councilor Martin asked if the work could be completed by April 15th. Assistant City Manager Mazzucco stated that it might be difficult to complete all the necessary work by that date. Any work done to

the ordinance will not have an effect on Ayer Farms because they have a Consent Agreement from the Council.

Councilor K. Murchison withdrew his second, and Councilor D. Martin withdrew his motion to accept the Mobile Home Ordinance as presented.

Motion made by D. Martin, seconded by J. Theriault, to not accept the Mobile Home Ordinance as presented. (6 yes) So voted.

Council Agenda Item #7: Joint Public Works Committee appointments

Motion made by D. Martin, seconded D. Genthner, to appoint Councilors P. McDonough and S. McDougall to a Joint Public Works Committee with Councilor D. Martin to serve as alternate member. (6 yes) So voted.

Council Agenda Item #8: Introduction of GA Ordinance

Councilor P. McDonough introduced Ordinance No. 17, 2013 Series An Ordinance establishing Chapter 17 – General Assistance. Short Title: An ordinance establishing General Assistance Guidelines.

Council Agenda Item #9: 2014 Budget

Consensus: to hold a workshop prior to the December 9th meeting to discuss and review the proposed 2014 Budget.

2014 Budget Workshop was scheduled for December 3rd at 6:00 p.m. in Council Chambers.

Council Agenda Item #10: Other Business

Councilor Murchison encouraged citizens to attend the next Community Visioning Session to be held December 7th from 10:00 a.m. to noon at the Caribou Wellness and Recreation Center.

Councilors J. Theriault, D. Genthner, P. McDonough, and S. McDougall volunteered to serve on the Mobile Home Ad Hoc Committee.

Council Agenda Item #11: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Labor Negotiations with New England Police Benevolent Association Local 605, Teamsters Local 340, and Police Sergeants.

7:59 p.m. Motion made by P. McDonough, seconded by K. Murchison, to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Labor Negotiations with New England Police Benevolent Association Local, Teamsters Local 340, and Police Sergeants. (6 yes) So voted.

Motion by K. Murchison, seconded by P. McDonough, to come out of executive session. (6 yes) So voted.

9:00 p.m. time out. Motion made by D. Martin, seconded by K. Murchison, to approve the agreement with the New England Police Benevolent Association Local 605. (5 yes, 1 no, P. McDonough) So voted.

Motion made by D. Martin, seconded by P. McDonough, to offer counter proposal to the Sergeants and authorize the City Manager to sign the agreement if accepted by the Sergeants Union. (6 yes) So voted.

Council Agenda Item #12: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to personnel issues.

9:02 p.m. Motion made K. Murchison, seconded by D. Genthner, to move to executive session with City Manager pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss personnel issues. (6 yes) So voted.

Motion by P. McDonough, seconded by K. Murchison, to come out of executive session. (6 yes) So voted.

9:21 p.m. time out. Motion made by P. McDonough, seconded by J. Theriault to congratulate Manager Bless on a great job for the previous year and the Council is looking forward to many year. (6 yes) So voted.

Meeting adjourned at 9:22 p.m.

Upcoming Meeting Dates:

Regular City Council Meeting, December 9, 2013 at 7:00 p.m.

Organizational City Council Meeting, January 2, 2014 at 7:00 p.m.

Regular City Council Meeting, January 13, 2014 at 7:00 p.m.

Jayne R. Farrin, Secretary

**CFAD MONTHLY REPORT
November 2013**

Total Fire/ Rescue Calls	10	Total Amb. Calls 177 inc. Air & Assists
-Alarms for Fires (33)	2	- Ground Amb.: 159
-Alarms for Rescues (66)		- Air Amb. Flights: 3
-Silent Alarms	8	- Amb. Assist Calls: 15
-Haz-Mat		- ALS Calls 106
-Grass Fires		- BLS Calls 53
-Chimney Fires	1	- No Transport 6
-False Alarms		- Calls Turned Over: 5 = \$12,039
-10-55's		Total Out of Town Amb. Calls 20
-Aid to Police		Total Out of Town Fire/Rescue Calls 1
-Public Service	2	Est. Fire Loss, Caribou \$
		Est. Fire Loss, out of City \$
Total Hours Pumped	1hr.	Total Est. Fire Loss \$
Gallons of Water Used	3,000	Total Maint. Hours 9.5 mhrs.
Amt. of Hose used:		Total Training Hours 94 mhrs.
Ladders Used (in Feet):	(75' Ariel)__1__	Miles Traveled by all Units 7,945
Thermal Imaging Camera Used:		Fire Permits Issued 10
CO2 Meter Used:	3	
Rescue Sled & Snowmobile:		*Color Guard Training 14 mhrs.
Rescue Boat:		
Jaws Used:		Total Fire & Amb. Calls 187

MUTUAL AID TO:

P.I.F.D.	
F.F.F.D.	1
L.F.D.	
W.F.D.	1
Stockholm F.D.	
North Lakes FD	
Crown Amb	2 stby. + 1 Dispatched
Van Buren Amb.	4 Intercepts

MUTUAL AID FROM:

P.I.F.D.
F.F.F.D.
L.F.D.
W.F.D.
Stockholm F.D.
North Lakes FD
Crown Amb

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland		
New Sweden	1	1.75 mhrs.
Connor		
Westmanland		

***Christmas Lights = 74.5 mhrs.**

Scott Susi, Chief
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES
For November 2013**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	1		
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices			
9. Industry, Utility, Defense			
10. Storage	1		
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles			
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value			

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	2 (1 - WFD; 1 - FFFD)
19. Aid to Ambulance (10-55's)	
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	4 (3 - CO; 1 - Smoke)
22. Service Calls	2 (1 - Downed Wires; 1 - Christmas Lights)

Total Calls for the Month: ___ 10 ___



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: December 9, 2013
Re: Liquor and Special Amusement Licenses

We have received applications for a Liquor License and a Special Amusement License. The Police Chief, Fire Chief, and Code Enforcement have all reviewed the application and have no problems with reissuing the licenses.

We will need Council approval on the licenses.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: December 9, 2013
Re: Junk Yard Permits

The following report is from Steve Wentworth, Code Enforcement Officer on his inspections from the Junk Yards.

- 1.) John Gilbert = No major change from last year. Recommend renewal of license.
- 2.) Mark Nadeau = No major change from last year. Recommend renewal of License
- 3.) One Steel = No major change from last year. Recommend renewal of license to One Steel.

Steve also noted:

We have been in contact with One Steel who is planning to sell the business to AIM, LLC. The Caribou Ordinance does not allow transfer of license. If business sells, the new owner will need to go through Site Design Review at the Planning Board and apply for a new license from the Council. When the new owner applies for Site Design Review, my recommendation would be that a proper 6' fence be installed to block the view of the junk from Limestone St.

On December 5 the Planning Board held the necessary public hearing on the Site Design Review related to the purchase of One Steel by AIM. They discussed the fence issue that Mr. Wentworth brought up, but felt it was not necessary. The planning board felt the site was consistent with current ordinances and did not need further improvements or changes. The company's plans include installing measures to reduce dust and noise concerns. They recommend the Council approve a license to AIM contingent on a successful sale of One Steel to AIM.

The Council needs to have a public hearing on this topic. After that the Council can take action on the requests for renewal and the new permit to be issues to AIM.



OFFICE OF GENERAL ASSISTANCE
CARIBOU, MAINE

To: Mayor and Council Members
From: Jayne R. Farrin, General Assistance Administrator
Date: December 9, 2013
Re: GA Ordinance

At our last meeting the GA Ordinance was introduced. This ordinance is required under state law. The City has approved this ordinance before, but at this time we are codifying it as part of our ordinances.

This ordinance has a few minor changes to the one that is already on the books. The changes are recommended by Maine Municipal Association based upon updates to state law over the past 8 years.

The Maine Welfare Directors Association strongly recommends the adoption of this ordinance.

A public hearing needs to be held on this ordinance. I will also be available for any questions you may have.

Councilor _____ introduced the following ordinance:

Ordinance No. 17, 2013 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE ESTABLISHING CHAPTER 17 - GENERAL ASSISTANCE

Short Title: An ordinance establishing General Assistance Guidelines.

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section 1: Chapter 17 is hereby created and established with the General Assistance Ordinance and Appendixes as prepared by the Maine Municipal Association dated September 2013 in compliance with Title 22 MRSA §4305.

Section 2: Upon adoption by the Caribou City Council the City Clerk is directed to file a copy with the Department of Health & Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

This ordinance, being introduced on November 25, 2013 and a public hearing being held on December 9, 2013 was duly passed by the City Council of the City of Caribou, Maine, this ___th day of _____ 2013.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Shane McDougall, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: December 9, 2013
Re: Chamber of Commerce Financial Request

The Chamber of Commerce is making a request that the City Council reconsider the decision to utilize part of their reserve account for the operating expenses for 2013. The 2013 budget was set so that any expenses not covered by the revenue generated by the Chamber of Commerce would be paid for by the reserve from the City.

Right now I am estimating the amount that would be needed from the reserve to cover the expenses to be about \$18,000.

In reviewing the revenue and expenses I think we will be close to right on budget with everything. Making a change for the 2013 budget at this juncture would not be recommended.

If the Council wants to accommodate this request it would make the most budgetary sense to increase the amount given to the Chamber in 2014 by the amount that is used from the reserve in 2013.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: December 9, 2013
Re: 2014 Budget

As required by the City Charter the Council must approve an expense and capital expense budget for 2014 by December 15, 2013.

The budget that was presented to the Council on December 3 has a total amount of \$9,143,301. That is 5% above the 2013 budget, and 1.2% above the 2011 actual expenditures.

Comparing the December 3 Budget Proposal to the original October 15 Budget Proposal we are \$605,908 lower today than we were in October. The goal council set for us was to lower the October budget request by \$568,753. We have exceeded that goal by \$37,155.

This budget reflects a loss of one position in Public Works which translates into a reduction in service of sidewalk plowing during storms, and how some parking lots will be plowed. The Swimming Pool will be closed for 2014, with the money that would have been spent on operations going into the reserve account to fix up the pool. We will be making better use of the TIF District than the City has before by moving some economic development expenses from the General Fund to the TIF District.

The budget also reflects hiring 3 new people in the Fire/Ambulance Department. This additional expense is mostly offset by new revenues that will be generated by being able to do more transfer calls.

We have also received a letter from Jan Murchison, Library Board Chairperson, reiterating the request for \$4,000 to be added for part-time substitute staff. That letter is on the following pages.

We will need Council approval on the expense and capital expense portions of the budget.

December 6, 2013

To the Caribou City Manager and members of City Council:

It has come to our attention that the Council has initially not approved the Caribou Public Library's request for an additional \$4,000 for our 2014 budget. We would like you to reconsider, but first we feel we need to clarify our request:

We are extremely short-staffed. As you are aware, during the past two years, the library has experienced a loss of nearly 80 staff hours due to budget cuts. We understand that the Council would like the library to utilize volunteers to fill this void. While we greatly appreciate the work our volunteers do and the time they give us, we have found that, in general, volunteers like the flexibility of setting their own hours and working at their own pace. Should we ask them to come in at specific times or to fill in for other staff, the volunteer effort then becomes 'work'.

We are seeking this \$4,000 increase to allow us to hire one or more *substitutes* to assist with the library duties during times of need. A substitute is not the same as part-time staff. Part-time staff people are regularly scheduled employees. A substitute is an employee that will be available via an on-call basis; for example, to fill in when regular staff is on vacation or out sick.

Library employees help patrons to check out books; but they also have an extensive list of things to do in between assisting our users. Typical part-time staff, also known as library aides, performs the following duties on a regular, if not daily, basis:

- Prepare memorial requests; mail notifications to family members
- Prepare memorial listing for the Aroostook Republican
- Assist with book weeding
- Collect and record library fines and fees
- Perform building opening and closing procedures
- Operate automated computer circulation system
- Shelve books among specific collections
- Answer the phone and direct calls
- Register patrons, issue library cards, maintain registration records
- Give tours of the library to new users
- Assist patrons with reference questions
- Assist patrons with interlibrary loan registration requests; notify lending library; prepare items for return to lending library
- Assist patrons with locating library materials
- Assist patrons with use of microfilm reader, copier, and computerized catalog
- Print off the reserved list, pull those items from the stacks, place item on the reserved shelf, and contact users of item availability
- Notify patrons of overdue materials
- Supervise patrons / maintain order in the library
- Mend library materials
- Maintain book displays

- Assist patrons with finding materials in the archival room and genealogy cabinet
- Assist director with special programs (ie book readings/signing; speakers)
- Prepare materials for book sales
- Maintain large print book collection: assign bar codes and return to Maine State Library after the 3-month loan period
- Sort the mail
- Process newspapers, magazines, DVDs, etc for circulation
- Prepare and maintain daily computer sign up sheet
- Assist users with computer issues
- Change status of new 7 day books to 2 week books and shelve appropriately
- Catalog materials and download data into circulation system
- Balance the petty cash receipt book; prepare deposits for the city office
- Fax and scan materials for library users
- Perform monthly safety inspections
- Compile and prepare statistics report (ie fines, reference questions, number of users, etc.)
- Answer the 101 questions that occur on a regular basis, some library related, some not!

Of course, the Director and Children's Librarian have their own list of tasks to perform, but that is for another time.

We are aware that these tasks are not difficult, but some do require a high level of detail; please note that *all* of the tasks require time, some immediate. Therefore, with our volunteer base, we assign tasks that do not impact the day to day operation of our library. These tasks include:

- Maintain the local history/genealogy reference
- Maintain the local history vertical file of people, places, and events
- Maintain the newspaper and magazine collection and inventory
- Prepare materials for recycling
- Maintain inventory of extra copies of old CHS yearbooks
- Shelve library materials
- Mend library materials
- Maintain obituary inventory
- Maintain the order of the collection in the Young Adult section
- Feature new books in the young adult section

Even with the 9 current volunteers we have (3 of which are presently away until after the first of the year), averaging en mass a total of 25 hours per week, it is difficult to keep up with the above listed tasks. Additionally, due to the dynamics of life, our volunteer base has a turn-over rate; this means we spend numerous hours training volunteers that are not always able to stay with us. Our library circulates an average of 100 - 300 books and/or other materials per day, with summer being the busiest. The busier we are with patrons, which is our primary directive, the less time we have for our 'behind the scenes' work.

Primarily due to safety concerns, we need a minimum of 2 staff working at all times, and we need a third person to cover lunches and suppers. According to the recently distributed *City of*

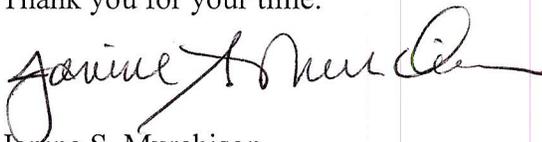
Caribou Comparable Wages, Benefits, Workforce, and Service Study, the average number of full-time library employees amongst the sample communities is 3.57 people, but our library has only 2 full-time positions. We are open an average of 2 hours longer, but do so with an average of 21 less part-time hours. Some may think, ‘wow, this is good!’, but it is not good! It is exhausting!

Our greatest need is for circulation staff, which is that face the public sees behind the desk. A paid substitute would be trained to handle this task, as well as the above listed tasks that go with this position. While we are very appreciative of the efforts our volunteers provide, please realize the limitations we need to consider when using them. Maine Revised Statutes Title 27, Chapter 4-a, section 21: Confidentiality of Library Records states “Records maintained by any public municipal library, including the Maine State Library, which contain information relating to the identity of a library patron relative to the patron’s use of books or other materials at the library, shall be confidential. Those records may only be released with the express written permission of the patron involved or as a result of a court order.” We believe it is much easier to hold a paid staff member accountable to this law vs. a volunteer who comes and goes and has no monetary incentive to adhere to this law. In speaking with a number of our peers throughout the state recently, the majority of them do not use volunteers at the circulation desk because of this law.

In closing, we would really prefer to see the return of the full-time assistant librarian position or even additional part-time staff, but today we are hoping to gain one or more substitute staff. Therefore, on behalf of the Caribou Public Library Board of Trustees, we are asking the council to reconsider our request for a \$4,000 increase to the salary line item.

To reiterate previous correspondence, the proposed 2014 library budget is an approximate 6% decrease from 2013. The approved 2013 budget represented a loss of more than \$52,000 from the previous year, an 18% decrease. Again, please note that even with the \$4,000 increase to the library’s budget, the proposed revised budget total still represents an approximate 4% decrease from 2013.

Thank you for your time.



Janine S. Murchison
Library Chairperson